

LANCASTER COUNTY PARALEGAL II

NATURE OF WORK

This is advanced para-professional legal assistance work of considerable difficulty.

Work involves responsibility for the performance of complex legal work which requires the application of technical knowledge and personal judgment to a variety of legal areas. This class is distinguished from the Paralegal I by reason of the complexity of assignments, degree of independence provided in performance of assignments, and the advanced technical knowledge required. General supervision is provided by an attorney, but considerable latitude for exercising independent judgment is permitted because of the advanced knowledge of legal methods and procedures required. Work is reviewed in the form of accuracy, compliance with departmental policies and protocols and results achieved. Supervision may be exercised over subordinate personnel.

EXAMPLES OF WORK PERFORMED

Collect and review data required to prepare a variety of legal documents; draft correspondence and reports of a complex nature for filing and/or appropriate enforcement action; prepare extradition papers.

Conduct complex factual and background investigations; prepare case summaries/reports; assist in conducting research on complex legal issues; serve as trial assistant in major cases; testify as witness with regard to case management issues as required.

Receive and review referrals and determine status/further action needed; initiate necessary legal documents and actions for timely filing of cases.

Conduct client interviews for the purpose of completing necessary legal documents, determining appropriate follow-up actions, and providing information regarding legal procedures and processes; schedule and coordinate client appointments/hearings; accurately record pertinent case information; maintain statistical record of client contacts and record of actions.

Draft and type correspondence, reports, memos, claims, briefs, subpoenas, affidavits, warrants, related complex legal documents and associated written material; review and answer incoming mail; develop, organize, manage and maintain case and client information in written and electronic forms; coordinate case processes with other justice system personnel or case-related individuals.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of legal terminology and substantive and procedural law in assigned area.

Thorough knowledge of modern office practices, methods and procedures.

Ability to coordinate, supervise and evaluate the work of subordinate personnel.

Ability to communicate effectively orally and in writing including presentations and reports.

Ability to establish and maintain effective working relationships with clients, the public, co-workers, court and justice system personnel.

Ability to organize material into logical formats.

Ability to prepare complex legal documents and identify facts/issues which may require further legal evaluation.

Ability to understand and follow complex oral and written instructions.

Skill in the operation of modern office equipment and computer applications including wordprocessing, case management, legal research and litigation support software.

DESIRABLE TRAINING AND EXPERIENCE

Associate degree in paralegal studies or related field plus thorough experience assisting attorneys in organizing and preparing legal cases including some supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus a minimum of three years experience as a Paralegal I in the County Attorney and/or Public Defender's office including performance of the duties ascribed to this class, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

Revised 11/97

PS0919